



Part – Time Employment Opportunity
LB WRAP ASSISTANT SITE DIRECTOR
(RECREATION LEADER SPECIALIST VII) - \$13.35 PER HOUR

The City of Long Beach, Department of Parks, Recreation and Marine, Community Recreation Programs Bureau, is seeking applications for the position of a Long Beach WRAP Assistant Site Director. Under the direction of the Community Outreach Supervisor, LB WRAP Program Coordinator, and the Site Director, the Assistant provides additional support in the day-to-day operations of one after school program at a LBUSD school.

Duties and Responsibilities

- ❖ Under direction, design, plan and assist in the implementation of a site program that includes, but is not limited to the following components: Homework assistance and/or tutoring, academic enrichment, physical recreation and snack;
- ❖ Assist in the management and supervision of site program staff, including scheduling of work hours, clean up and closing duties, and monitoring lesson plans;
- ❖ Oversee the site behavior management, risk management and/or safety management of participants, as outlined by the departmental and school district's policies and procedures;
- ❖ Implement departmental and school district administrative and financial policies and procedures;
- ❖ Maintain accurate records relative to program management including, but not limited to, enrollment forms, emergency contact forms, employee time cards, attendance reports and other related paperwork;
- ❖ Help maintain a cooperative relationship with school administration, faculty and support staff;
- ❖ Assist in the implementation of a plan to reach parents of current and prospective participants.
- ❖ Develop and maintain an active relationship with participants' parents to ensure proper communication regarding participant behavioral policy, sign-in and sign-out procedures, field trip notifications, etc.;
- ❖ Ensure proper maintenance of program equipment, materials and supplies. Monitor inventory and order materials as needed;
- ❖ Attend all mandatory meetings, workshops and trainings including, but not limited to, weekly meetings with Program Coordinator, monthly meeting with Principal, Site Directors' meetings, and monthly Community Outreach Program training;
- ❖ In the absence of the Site Director, take on the duties of the Site Director.

Minimum Qualifications

- ❖ Must be 21 years of age or older;
- ❖ A valid California Driver's License;
- ❖ A minimum of one year experience in developing and implementing extended day or after school programs for school-aged youth OR one year experience working within an Academic Enrichment program. Experience working within a 21st Century Community Learning Center is highly desirable;
- ❖ Must relate well with children, parents, and staff within a wide range of racial and cultural differences;
- ❖ Excellent organizational, administrative and program management skills;
- ❖ Computer experience (Microsoft Word, Excel and Access preferred);
- ❖ Effective oral and written communication skills with audiences at a variety of levels;
- ❖ Must have a current TB test on record;
- ❖ Possession of valid CPR and First Aid certification is highly desirable.

Salary and Schedule

This position is offered at a Recreation Leader Specialist VII level; the salary is \$13.35 per hour. The successful candidate may work up to a maximum of 1600 hours per year, depending on workload, dependability, and availability. Candidate must be available Monday through Friday, 12:00 noon – 6:00 p.m. AND periodic evenings and weekends.

Application Process

Please submit a letter of interest and resume to Joy Warren at the Long Beach Senior Center, 1150 E. 4th Street, Suite #205, Long Beach, California 90802, **no later than Friday, October 6, 2006.**

The City of Long Beach is an Equal Opportunity Employer

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990.
If a special accommodation is desired or if you would like to request this information in an alternative format, please contact (562) 570-3187.